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| ACTION STEP | RESPONSIBILITY | TASK ASSIGNED DATE | TASK COMPLETION DEADLINE | SUBMISSION DATE TO AIER OFFICE |
| Distribute working daft with ALO’s comments to committee members via email. | Planner IV, AIER office | 8/19/2014 | 8/19/2014 | N/A |
| Address ALO’s comments and incorporated changes to the midterm report working draft.  | Standard Committees | 8/20/2014 | 9/12/2014 | On or before 9/15/2014 |
| Consolidate changes made from the standard committees to create new version of working draft. | AIER office, Assistant Director AIER/Planner IV | 9/16/2014 | 9/24/ 2014 | N/A |
| Forward new version of working draft to deans/administrators for feedback on sections of the report that apply to their respective department/unit. | AIER office | 9/25/2014 | 9/25/2014 | N/A |
| Review and provide feedback on sections of the report that applies to your respective department or unit. | Deans/administrators  | 9/26/2014 | 10/10/2014 | On or before 10/13/2014 |
| Compile and review feedback from deans/administrators and make recommendation to standard committees to incorporate feedback into the working draft as directed. | ALO/Assistant Director AIER/Planner IV | 10/13/2014 | 10/17/2014 | N/A |
| ACTION STEP | RESPONSIBILITY | TASK ASSIGNED DATE | TASK COMPLETION DEADLINE | SUBMISSION DATE TO AIER OFFICE |
| Incorporate Deans/Administrators’ feedback into the report as recommended and directed by ALO | Standard committees | 10/20/2014 | 10/24/2014 | On or before 10/27/2014 |
| Post midterm draft onto MyGCC for campus stakeholders’ review and feedback. | AIER office | 10/29/2014 | 10/29/2014 | N/A |
| Review draft report and provide feedback. | Campus stakeholders | 10/30/2014 | 11/12/2014 | On or before 11/13/2014 |
| Review feedback from stakeholders and make recommendation to the standard committees to incorporate feedback into the report. | ALO/Assistant Director AIER/Planner IV | 11/14/2014 | 11/21/2014 | N/A |
| Forward ALO’s recommendation to the standard committees to incorporate stakeholders’ feedback into the report as directed.  | AIER office | 11/24/2014 | 11/24/2014 | N/A |
| Incorporate campus community’s feedback into the report as per the ALO’s recommendation. | Standards committee | 11/25/2014 | 12/3/2014 | On or before 12/4/2014 |
| ACTION STEP | RESPONSIBILITY | TASK ASSIGNED DATE | TASK COMPLETION DEADLINE | SUBMISSION DATE TO AIER OFFICE |
| Post draft report via MyGCC to the campus community/stakeholders for second review and feedback. | AIER office | 12/9/2014 | 12/9/2014 | N/A |
| Review and provide feedback on draft report. | Campus community/stakeholders. | 12/10/2014 | 12/19/2014 | On or before 12/22/2014 |
| Perform quality review on draft report. Compile and review comments from stakeholders and make recommendation to standard committees for incorporation of feedback into the report as directed. | ALO/Assistant Director AIER/Planner IV | 12/23/2014 | 12/31/2014 | N/A |
| Distribute ALO’s recommendation of stakeholders’ feedback to standard committees for incorporation into the report. | AIER office | 1/9/2015 | 1/9/2015 | N/A |
| Incorporate stakeholders’ comments into the report as recommended by the ALO. | Standard committee | 1/12/2015 | 1/22/2015 | On or before 1/23/2015 |
| Finalize midterm report. | ALO/Assistant Director AIER/Planner IV. | 1/26/2015 | 1/30/2015 | N/A |
| Submit midterm report to BOT for review and approval. | ALO | February’s scheduled BOT meeting. | February’s BOT meeting | Pending BOT’s review and approval of midterm report. |
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| ACTION STEP | RESPONSIBILITY | TASK ASSIGNED DATE | TASK COMPLETION DEADLINE | SUBMISSION DATE TO AIER OFFICE |
| Prepare and package midterm report for submission to ACCJC | AVP’s office | 2/16/2015 | 2/18/2015 | N/A |